

CONSUMER DISCLOSURES *(updated 9/18)*

ACADEMIC PROGRAM INFORMATION

Approved and governed by:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
1-703-600-7600

Utah Division of Occupational & Professional Licensing
1st Floor Lobby
160 East 300 South
Salt Lake City, Utah 84111
1-801-530-66280

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted materials using the school's information technology system, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. All information provided by Acaydia, its personnel, or representatives must have written approval prior to sharing of any means. Penalties for violation of federal copyright laws can be found at <http://www.copyright.gov/title17/92chap5.html>.

FACILITIES & SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Acaydia does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability (physical & intellectual), sexual orientation, or national origin. The school maintains compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Those with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Reasonable accommodations may be requested.

SEXUAL HARASSMENT POLICY

Acaydia has a zero tolerance policy for activities that create a safety hazard to others. Activities include, but are not limited to, sexual harassment, verbal abuse, bullying, or violence.

VACCINATION POLICY

Acaydia does not require any vaccinations.

VOTER REGISTRATION

You may register to vote by one of the follow methods:

Online at <http://elections.utah.gov>

Download a form at <http://elections.utah.gov>

In person at the county clerk's office

Financial Aid Office

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial aid records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The schools administration will make arrangements with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed, and specify purpose of change. The school will make a determination and notify the student in writing.

FERPA authorizes disclosure without consent to:

- School official who has legitimate education interest

- Contracted party with the school (Attorney, auditor, etc)
- Parent of eligible student (dependent on tax return)
- Government agencies
- Certain court orders or subpoenas

The school does not release any information to parties seeking directory information. The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

EMERGENCY RESPONSE & EVACUATION PROCEDURES

Staff members have received adequate safety training and are prepared to handle emergencies. Local authorities are within blocks of the school and regularly patrol campus. Evacuation routes are posted throughout the facility.

EMERGENCY TIMELY WARNING

In the event of an emergency, managers on duty are responsible for alerting the staff and student body via email, text, or social media in a timely manner.

FIRE SAFETY REPORT/FIRE LOG - Not applicable due to no on-campus housing.

CRIME LOG -Not applicable due to no on-campus housing.

MISSING PERSON NOTIFICATION - Not applicable due to no on-campus housing.

TRANSFER OF CREDIT

Acaydia accepts transfer students from equivalent institutions on a case-by-case basis. In addition to completing entrance requirements, transferring students must submit a certified transcript of hours accumulated at the previous institution. Transfer students are required to purchase a student kit and remit appropriate application and registration fees. Tuition is charged proportionate to the number of clock hours remaining to complete the program. Transfer students must satisfactorily complete all graduation requirements in order to receive a certificate of completion or diploma for any course. Transfer students must complete a minimum of 25% of the required coursework and clocked hours at Acaydia. It is against Acaydia policy to recruit students who are currently attending or admitted to other schools offering similar programs of study.

Hours completed at Acaydia may or may not be accepted by other institutions.

STUDENT RIGHT TO KNOW ACT

NACCAS 2016 Annual Report Outcome Rates

Completion Rate: 92%
 Licensure Rate: 100%
 Placement Rate: 79%

JOB PLACEMENT

Acaydia realizes the need for guidance upon graduation. Although Acaydia does not guarantee job placement, the school maintains a list of current job openings and potential employers. Acaydia also participates in employment related programs with vendors and industry suppliers. Students and alumni are encouraged to request information or counseling through the Student Services Center.

Career opportunities are abundant and readily available. Aesthetician, Medical Assistant, Spa Director, Skin-Care Advisor or instructor are examples.

REFUND POLICY

- a. If an applicant is not accepted by the school, he/she shall be entitled to a refund of all monies paid, less the non-refundable \$50.00 application fee.
- b. If a student or Legal Guardian (if student is not of legal age) cancels this agreement within three (3) business days from the date the this agreement was signed, regardless of whether the student actually started training or not, all monies collected from the school shall be refunded, except the \$50.00 non-refundable application fee. In type A, B, and C, the cancellation date will be determined by the postmark on the written notification on the date said information is delivered to the school administrator in person.
- c. If this agreement is cancelled after three (3) business days from the date that this agreement was signed but prior to the scheduled starting date at Acaydia, the student shall be entitled to a refund of all monies less the \$50.00 non-refundable application fee and the \$100.00 registration fee.
- d. Enrollment time is defined as the time elapsed between the actual starting date and the student's last date of attendance. All monies due the student shall be refunded within forty-five (45) days of the date the student notifies the school that the student will not be returning or formal cancellation/termination by the school (whether officially or unofficially), which shall occur no more than fourteen (14) days from the last day of physical attendance (unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days), or in the case of a leave of absence, the earlier of the date that the student informs the school that he or she will not be returning or the documented date of return. All refunds are based on scheduled hours and will be calculated based on the student's last date of attendance.. Acaydia will be entitled to retain tuition according to the schedule below:

PERCENTAGE OF SCHEDULED HOURS ELAPSED	TUITION AMOUNT ACAYDIA WILL RECEIVE OR RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- e. Should Acaydia suspend or expel a student, Acaydia is not responsible for refunding the student's fees or tuition except as described by the tuition schedule above, minus any and all costs associated with repairing any damage or harm caused by the student, including the repair of equipment or reputation.
- f. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered:
 - i. If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, Acaydia will provide a full refund of all monies paid, or provide completion of the course.
 - ii. If Acaydia is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to pro-rata refund and a certified copy of hours earned.
 - iii. If Acaydia cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rate refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course or provide a full refund of all monies paid.
 - iv. Items in student kit are distributed as the student progresses through the program. Fees for student kits, uniforms and textbooks are non-refundable after (1) custom orders have been placed or (2) items have been received. Other miscellaneous charges the student may incur at the institution (e.g., extra kit materials, books, products, unreturned school property, etc.) will be calculated at the time of withdrawal. All regular fees are identified in the catalog and enrollment agreement.
 - v. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to the unsubsidized Federal Loan Program; second to the subsidized Federal Loan Program; third to the Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, she/he may be required to refund the aid to the applicable program.
 - vi. In case of illness or disabling accident, death or other circumstances beyond the control of the student, Acaydia will offer a reasonable settlement at its discretion.

RETURN TO TITLE IV

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws from school. This calculation is referred to as 'Return to Title IV'(R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. The school has 45 days from the date the school determines the student withdrew to return all unearned funds for which it is responsible.

DRUG AND ALCOHOL-FREE SCHOOL/WORKPLACE PROGRAM

Acaydia is a drug free school. Smoking, alcohol, illegal drugs or tobacco are not permitted on campus. A student who has admitted to or is found to be using illegal substances or is under the influence is subject to termination. Acaydia has established this policy to detect and remove abusers of alcohol and Controlled Substances from the workplace and school environment.

The use illegal use of drugs is prohibited at any time. It is against company policy:

- a. For an employee to work or student to attend class with the presence of a Controlled Substance or Alcohol in the body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.
- b. For an employee or student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on Acaydia Campus, conducting Acaydia business, attending class or while not on Acaydia time, business or property.
- c. For an employee or student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on Acaydia time, business, property or while attending class, unless the prescription medication is legally prescribes to the employee.
- d. For an employee or student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the employee incapable of safely and adequately using the equipment or performing any other job duties.
- e. For an employee or student to use alcohol, while on Acaydia time or on Acaydia business, or to report to work or attend class under the influence of alcohol . An employee is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%.
- f. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period.
- g. For an employee or student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the Company under this policy or for an employee or student to obstruct or not fully cooperate with specimen collection or testing procedures.
- h. For an employee or student to have a verified positive drug test.
- i. For an employee or student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as Substituted or Adulterated will be considered a 'refusal to test' or a refusal to submit a valid sample.
- j. For Acaydia Management to allow an employee to work or student to attend class, if they have actual knowledge, that an employee or student has violated this policy.

Actions Required of Employees or Students:

If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a counselor acceptable to Acaydia. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, as long as the employee continues to participate satisfactorily in the counseling or rehabilitation program. The employee/student must obtain a work release from the counselor or treatment provider before returning to work. Any investigation by law enforcement or conviction for Controlled Substance or Alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Acaydia may result in immediate termination from employment or school attendance. The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's/student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label.

Disciplinary Action

A prospective employee/application who has a positive test or 'refusal to test' will not be further considered for employment. An Employee who violates this policy will be immediately removed from duty and subject to disciplinary action up to and including termination. A prospective student/application who has a positive test or 'refusal to test' will not be further considered for enrollment to Acaydia. Any current student who has a positive test will be required to reimburse Acaydia for the cost of the test. Students who violate this policy will be put on permanent probation and are subject to monthly follow-up drug and/or alcohol

tests, at the student's expense. A student's First Violation will result in immediate removal from class attendance, until the student can pass a 'return to duty drug' and/or alcohol test, at student's expense. A student's Second Violation will result in immediate termination. A student may apply for re-entry to school after they have been evaluated by a substance abuse counselor acceptable to Acaydia and can obtain a written release from the counselor or treatment provider. The release must document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at student's expense. A student's Third Violation will result in immediate termination from school and he/she will not be eligible for re-entry.

Employees and students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol will be terminated from employment or enrollment. Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends on the nature and the severity of the individual offense. In compliance with federal regulations for a drug-free workplace for students and employees, students convicted for any offense, during a period of enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

Drug Testing Circumstances

Pre-employment procedures: Prospective employees or students may be asked to submit to a drug test at Acaydia's designated collection facility as part of a potential job offer or as part of the acceptance/enrollment process. Employment or acceptance/enrollment will be offered to those who successfully pass the pre-employment drug test. Refusal to consent to a pre-employment drug test, or Positive, Adulterated or Substituted test results will terminate any action towards permanent employment or enrollment as a student.

Post-Accident Tests: Acaydia will require Drug &/or Alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs: A fatality, an injury to an employee, student, client or other individual that requires medical attention away from the workplace or accident scene, or Damage to Company property that exceeds \$500.00

Post-accident testing is required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident. **Reasonable Suspicion:** Reasonable suspicion Drug &/or Alcohol testing will be done in cases where there is a reasonable belief by a supervisor, that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled Substance, using prescription drugs illegally or any other violation of company policy.

Reasonable suspicion or For-Cause tests will be required when there is any of the following:

- a. Observable phenomena (actual use, possession, odors, etc)
- b. Abnormal behavior or physical characteristics; or
- c. A drug-related investigation, arrest or conviction or an investigation of theft.

Random Testing: Unannounced random Drug &/or Alcohol testing may be conducted on all employees or students and will be administered by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

Unit or Blanket Testing: Drug & or Alcohol testing of all Company employees/students or all employees/students in one location or job category may be conducted at the discretion of Acaydia.

Return to Duty Testing: The first Drug &/or Alcohol test after a policy violation, evaluation by a counselor, acceptable to Acaydia, and after the counselor has determined that the employee has successfully complied with prescribed education and/or treatment. The test result must be negative before he/she can return to duty or attend class.

Follow-Up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug &/or Alcohol testing, the schedule of follow-up testing will be determined by the EAP/counselor or Acaydia.

Definitions:

'*Alcohol*' means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

'*Alcohol Use*' means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

'Alcohol Testing' means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

'Controlled Substance or Drug' means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all substances listed on Schedule 1, through Schedule V., as they may be revised from time-to-time (21 CFR 1308), including but not limited to:

Marijuana Benzodiazepines Narcotics
Cocaine Barbiturates Phencyclidine (PCP)
Amphetamines Opiates Other Hallucinogens

'Drug Testing' or *'Drug Test'* means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

'Employee' means any person or officer in the service of the employer for compensation.

'Prospective Employee' means any person who has made a written or oral application to become an employee of the Company.

'Reasonable Suspicion' or *'For-Cause Testing'* means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

'Sample' or *'Specimen'* means any sample of urine, blood, breath, saliva or hair used for drug or alcohol testing.

'On Duty' means all working hours including meal or break periods, regardless of whether the employee is on the Company premises, and at any time the employee represent the Company in any capacity, including operating company equipment or vehicles.

'Medical Review Officer (MRO)' means a licensed physician with knowledge of drug abuse disorders that is used by the Company to determine and verify if a legitimate or medical explanation exists for a positive, adulterated, substituted or invalid drug test result.

'Use' means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work under the influence of, or be in possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider and not using a prescription drug as prescribed by the authorizing health care provider.

'Positive Drug Test' means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S Department of Health and Human Services, in it's Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test results as positive.

'Positive Alcohol Test' means test levels on both the initial test and the confirmation test are .04 percent or greater (.04 gm/210 liters of air or .04 gm/deciliter of blood or .04 mg/ml of urine)

'Adulterated' means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

'Substituted' means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

'Actual Knowledge' means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor's direct observation of the individual, or an individual's admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

Medical Review Officer (MRO)

In the case of a 'Positive, Adulterated, Substituted, or Invalid' test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential basis, prior to the reporting of the results to the designated Acaydia official(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.

The MRO can report a non-negative test to Acaydia, without interviewing the individual if:

- a. An individual has expressly declined the opportunity to discuss the test result with the MRO.
- b. Acaydia has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.
- c. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

Contesting a Test Result

If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis. An employees who has test result other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

Specimen Collection Procedures

All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated. Urine and breath alcohol samples will be collected by individuals trained to follow DOT's collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures. All drug test, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample. A sample, which the specimen collector believes could reasonable have been tampered with require the immediate 'observed' recollection of another sample.

Dilute Specimen Procedures

Specimens which the laboratory reports as 'dilute,' specific gravity less than 1.003, & creatinine level less than 20 mg/dL may be considered invalid. The employee/student may be required to give second specimen. If the second specimen is provided or a medical reason is found for producing a dilute specimen.

Confidentiality

All Drug & Alcohol test results will remain confidential to the extent required or allowed by law. Acaydia management will determine which persons within the company, or agents of Acaydia, have a need to know individual test results. Test and other records will be maintained in a secure manner so that disclosure of confidential &/or medical information to unauthorized persons does not occur.

INFORMATION FOR CRIME VICTIMS REGARDING DISCIPLINARY PROCEEDINGS

Upon written request, the school must disclose to the alleged victim of any crime of violence or non-forcible sex offense, the result of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

CAMPUS SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment. This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the Provo City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off campus events are supervised

by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

Everyone should remember that personal safety begins with you. The following should be considered:

When walking on campus, be aware of who and what is around you. Try not to walk alone.

Do not carry large amounts of cash.

Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.

Do not leave books or personal property unattended in the classroom.

The following criminal offenses occurred on campus during the calendar year 2017 and the 2 previous years. *(Campus is defined as 'any building or property owned, leased or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.' There are no buildings or properties owned or controlled by the school's student organizations which are recognized by this institution.)*

Offense	On- Campus			On- Campus Student housing			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-forcible	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests: Weapons; Carrying, Possessing, Etc	0	0	0	0	0	0	1	0	0
Disciplinary Referrals: Weapons; Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	1	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
VAWA (domestic violence, dating violence, sexual assault, stalking)	0	0	0	0	0	0	1	0	0

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to the staff and students about crime prevention methods. Drugs and Alcohol is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol. A copy of the Drug and Alcohol-Free School/Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

In the event a sex offense should occur on campus, the accuser has the option to and should take the following steps:

1. Report the offense to school administration in the administration office.
2. Preserve any evidence as may be necessary to prove criminal sexual assault.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Report the crime to local law enforcement agencies.
5. Request a change in the academic situation if desired.

6. Contact an appropriate agency in the community for counseling or other services that may be needed. On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:
 - a) the accuser and the accused may have others present during the campus disciplinary proceedings;
 - b) both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or non-forcible sex offense vary depending upon the final determination and could include termination.

To find a list of registered sex offenders visit: www.RegisteredOffendersList.org.

ANTI-HARASSMENT/DISCRIMINATION POLICY

Acaydia is committed to providing a work and school environment free of unlawful harassment or discrimination. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Acaydia prohibits discrimination based on sex, which includes sexual harassment and sexual violence and has jurisdiction over Title IX complaints.

Acaydia's anti-harassment policy applies to all persons involved in the operation of Acaydia and prohibits unlawful harassment by any employee of Acaydia, as well as students, customers, vendors or anyone who conducts business with Acaydia. It prohibits unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. If a customer, vendor or other person with whom Acaydia conducts business with engages in unlawful harassment or discrimination, Acaydia will take appropriate corrective action.

As part of Acaydia's commitment to providing a harassment-free environment, this policy is reinforced on campus through publications, website, new employee orientation, student orientation and other appropriate channels of communication. The school provides training to administrative staff members to appropriately address allegations of sexual harassment or sexual violence promptly and effectively. Acaydia will take appropriate action to prevent, correct and if necessary enforce disciplinary action to those who violate this policy.

Definitions:

'Sexual Harassment' means unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

'Sexual Violence' means physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battering and sexual coercion; dating violence; and stalking.

'Domestic Violence' means abuse committed against an adult or minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

'Dating Violence' means abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

'Sexual Assault' occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

'Stalking' means behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in a reasonable fear of his or her safety or the safety of others.

'Consent' means informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct:

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientated "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, or a Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Managers will refer all harassment complaints to a Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below. The Title IX Coordinator has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Ms. Andrea Hulse
86 N. University Avenue Suite 130
Provo, UT 84601
andrea@acaydia.com
(801) 377-0025 extension 3

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand Investigation of Complaints

In response to all complaints, Acaydia commits to provide prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Acaydia shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, Acaydia will weigh the student's request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Acaydia will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, Acaydia will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If Acaydia determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by Acaydia to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Acaydia's disciplinary process. To the extent that an individual is not satisfied with Acaydia's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

Acaydia will not retaliate against those filing a complaint, and will not tolerate retaliation by students or employees. If there is belief that you have been retaliated against, you should promptly notify your instructor, Human Resources or a Title IX Coordinator.

Report Requirements

Victims of sexual misconduct should be aware that Acaydia administrators must issue timely warning for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Acaydia will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Acaydia reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees and students should contact Human Resources or a Title IX Coordinator for more information or any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/> how to administer grievance procedures. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on Acaydia's grievance procedures and any other procedures used for investigating reports of sexual harassment.

STATE GRANT ASSISTANCE

The school will certify enrollment for Utah Department of Workforce Services <http://jobs.utah.gov/> and Utah State Office of Rehabilitation <http://www.usor.utah.gov/>.

STUDENT FINANCIAL AID INFORMATION

The school participates in Title IV funding (Pell Grant and Stafford Loan) and will certify Veterans, State, and private funding sources. A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Apply online at www.fafsa.ed.gov. Said school will provide a paper copy upon request.

Eligibility is determined with the following criteria:

Pell Grant and Subsidized Stafford Loan Calculation:

- COA (Cost of Attendance) – EFC (Expected Family Contribution) = Need Eligibility

Unsubsidized Stafford Loan Calculation:

- COA – EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

" COA " includes the following items: tuition and fees, room and board, transportation, and misc./personal.

All students who borrow a Stafford Loan must complete Direct Loan Entrance Counseling before funds will be originated and disbursed. Exit Counseling must be completed by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

PREFERRED LENDER LIST/PRIVATE LOAN DISCLOSURES

Private education loans are not offered by the school nor does the school have preferred lender arrangements.

SELF-CERTIFICATION FORM

All students who seek a private educational loan must complete a self-certification form as required under the Truth in Lending Act.

ENTRANCE AND EXIT COUNSELING FOR STUDENT LOAN BORROWERS

All students who borrow a Direct Stafford Loan while attending the school must complete Entrance Counseling before funds will be certified. The counseling will provide information on: The effect of the loan on the borrower for other forms of aid; an explanation of the use of the Master Promissory Note; the seriousness and importance of the students repayment obligations; information on the accrual and capitalization of interest; borrowers of unsubsidized loans have the option of paying interest while in school; the obligation of borrower to repay the full amount of the loan regardless if the borrower completes the program or is unable to obtain employment upon completion; consequences of default; Information about NSLDS and how the borrower can access their records; contact information if borrower has questions about the loan.

Exit Counseling must be completed by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion. The counseling will provide information regarding: Average anticipated monthly repayment amount; repayment plan options; debt management strategies; terms and conditions for deferment or forbearance; consequences of default; options and consequences of loan consolidation; tax benefits available to borrower.

The Student Loan Ombudsman's office is available at 1-877-557-2575 for borrowers to resolve student loan issues.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

All Direct Stafford Loans will be submitted to the NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized user of the data system. The borrowers loan history can be reviewed at www.nsls.ed.gov or by calling 1-800-4-FED-AID

CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any representative, officer employee, or agent of the school who is in any way responsible for student educational loans must comply with this code of conduct. The following provisions are meant to improve overall operations of the school's financial aid office. Neither Acaydia, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between Acaydia and a lender under which the lender provides or issues loans to students attending Acaydia (or to the families/friends of such students), and Acaydia recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to Acaydia. An officer, agent, or employee of Acaydia who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans. No Officer, agent, or employee of Acaydia (or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of Acaydia accept any such gifts. A 'gift' refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value. Acaydia shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify , or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Acaydia shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. Acaydia shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

COLLEGE NAVIGATOR

The U.S. Department of Education is required to post additional consumer information for Acaydia Spa and School of Aesthetics on the National Center for Education Statistics College Navigator website located at www.nces.ed.gov/collegenavigator.